



# JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

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## EXECUTIVE ASSISTANT

\$3,288 - \$3,996

LEGAL DIVISION OFFICE

SAN FRANCISCO

### RESPONSIBILITIES:

Under the general supervision of the Deputy Chief Counsel, the incumbent will provide analytical and administrative assistance on sensitive departmental and administrative issues and provide first-line secretarial support to Deputy Commissioners, the Chief Counsel and Deputy Chief Counsel. The incumbent will coordinate clerical and technical support with other departmental offices as needed for Deputy Commissioner, Chief Counsel and Deputy Chief Counsel projects.

### DESIRABLE QUALIFICATIONS:

- Knowledge of principles and methods of public and business administration
- Office management principles, methods, and procedures
- Ability to think clearly, analyze problems and take effective action
- Handle sensitive and confidential assignments with tact and diplomacy
- Ability to work well under pressure and time constraints
- Handle changing priorities
- Establish and maintain cooperative working relationships
- Communicate effectively
- Extensive experience in use of Microsoft Office Suite computer programs including Word, Excel, Outlook and PowerPoint
- Experience in the use of time management, travel planning, and expense computer programs

### WHO MAY APPLY:

Applications will be accepted from current State employees at the Executive Assistant level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

### APPLICATION PROCEDURE:

Send a completed standard State of California application to Maria Fuentes, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Executive Assistant #413-239-1728-002" on the State application.** For additional information, please contact 916-492-3309 or email [Maria.Fuentes@insurance.ca.gov](mailto:Maria.Fuentes@insurance.ca.gov)

**FINAL FILING DATE: Monday, June 24, 2013 – Close of Business**

**NOTE:** Interested individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

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### DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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